



## ACAC Grants Committee

**Date:** October 16, 2023

**Time:** 7:30 p.m.

**Location:** Town Hall Annex, first floor meeting room

### Attendance (p=present, x=absent)

Kristin Bedard	P	Nancy Gray	P
Todd Brunel	X	Brian McMurray	P
Andrew Conway	P		

## MINUTES

### Administrative items

1. Vote on approval of past meeting minutes:
  - a. 9/18/2023. Moved by Kristin, seconded by Andrew. Unanimous approval.

### Committee officer updates

2. Treasurer update
  - a. FY24 Financial Report – review and finalize admin allocation
    - i. We had about \$2,500 in balance from FY23 which concluded on June 30, 2023, plus \$26 in interest earned.
      1. \$1,500 from FY23 is encumbered, pending a grantee completing their forms.
      - ii. Our allocation for FY24 is \$21,000.
      - iii. Vote: What if any of our allocation we will reserve for expenses for FY24.
        1. Potential Uses
          - a. Our Grantee Reception
            - i. We spent about \$600 on our 2023 grantee reception on October 5, 2023. \$300: food and \$300 venue
          - b. Reimbursement for our Zoom License
            - i. We feel we don't really need this so we won't plan to fund this for 2024.
          - c. Printing costs
            - i. We spent about \$50 on printed materials and related items this year.
        2. Andrew moves to retain \$750 for administrative expenses for the FY24 cycle. Brian seconds. All in favor, vote approved.

- iv. The FY24 Financial Report has been submitted.
- 3. Secretary update
  - a. 2023 Grantee Reception recap
    - i. We were very pleased with the event, with special thanks to Kristin for all of her hard work to organize the event.
    - ii. The Regent Theatre very graciously offered their space and staff to help put on the event.
    - iii. Around 20-30 people attended.
- 4. Publicity update
  - a. We created our own PPT presentation about our local LCC and the opportunity to apply for a grant. The MCC hosted an informational webinar about applying for LCC grants and we promoted the video of that session.
  - b. We promoted the opportunity to apply for a grant at Arlington's 2023 Town Day, through our Facebook page, and at our 2023 Grantee Reception.
  - c. We followed up to the reception with photos of the reception by email and through our Facebook page.
- 5. ACAC Liaison update
  - a. Town Day was successful.
  - b. Discussed the Arlington Cultural District.
  - c. ACAC is seeking additional commissioners.

### **Grant cycle discussion**

- 6. 2022 grant cycle discussion, including vote on final reports if applicable
  - a. The grantee we thought was missing its payment was paid by the town in December 2022; no W-9 received by the committee; we believe the town received W-9 forms directly.
  - b. No final reports have been submitted since our last meeting
- 7. 2023 grant cycle discussion, including:
  - a. Final reports received
    - i. Arlington Jazz
      - 1. Andrew moved to accept the report. Nancy seconded. All approved.
  - b. Updates about grantee projects
    - i. Brian encouraged all committee members to follow up with all of our grantees on their final reports.
- 8. 2024 grant cycle discussion, including:
  - a. Review of upcoming important grant cycle dates
    - i. Grant applications are now open through October 17

### **Other business**

- 9. New business
  - a. Reminder, committee members must complete annual conflict of interest certifications. The committee logs these certifications in our files.

10. Committee members discussed opportunities to attend grantee projects and share back about them with the committee. Committee members also discussed interest in opportunities to help increase awareness among educators working with students.
11. The committee looks forward to discussing the 2024 grant application review process at our next meeting.

*The meeting was adjourned at 8:39pm. Andrew moved, Nancy seconded, Unanimous approval.*

*Submitted by Brian McMurray, Chair*